



OFFICIAL MAIL MANUAL

DoD 4525.8-M/AF Supplement, 18 April 1994, is supplemented as follows:

Chapter 1

D3. This is an optional requirement for recruiting squadrons and ROTC detachments.

Chapter 2

B12a. (Added)(AETC) Defense Business Operations Fund (DBOF) activities must reimburse the host base for all postal charges.

B12b. (Added)(AETC) Non-Air Force DoD tenants must reimburse the host base for all postal charges.

B12c. (Added)(AETC) Air Force tenants (excluding AETC tenants) who spend more than \$10,000 in a year must reimburse the host base for all postage charges.

C1a. (AF) At recruiting groups, recruiting squadrons, and ROTC detachments, the OMM will be the chief or NCOIC of the information management section.

C1b. (AF) Submit requests to deal directly with the servicing postal facility, in writing, to the OMM. Send approved requests to the servicing US Postal Service facility.

★C4a. (AF) Security Police inspects civilian contractors who have access to classified information.

C4c. (AF) Use DD Form 2495, **Official Mail Manager's Inspection Checklist**, only if it's a part of the Quality Assurance Surveillance Plan.

C6. (AF) Submit in letter or computer spreadsheet format NLT 10th calendar day of each month for AETC consolidation of the RCS: DD-P&L(Q)1833. Only the mail code (example: 1001 Address Correction) and the amount is required. Additionally, include all postal reimbursements received for paragraphs B12a, b, and c, this supplement. AF Form 3536, **Quarterly Air Force**

Postal Expenditure Report, rescinded in Jun 95, may be used until existing supplies are exhausted. Recruiting squadrons will submit postal reports by the third workday after the close of each FY quarter to HQ AFRS.

Chapter 3

C2g. (AF) HQ AETC/IM does not operate a mail distribution center. Consolidated mail for HQ AETC staff should be enclosed in the consolidation for 12 MSS/IMQC, 355 B St West, Randolph AFB TX 78150-4522.

D. (AF) ADOs should be the focal point for the BITS and private carrier deliveries. Additionally, the suite and room number for each ADO should be the same. The term "RM" (room) may also be used in the address element to designate actual locations in a building.

I2d(12). (Added)(AETC) Freedom of Information Act (FOIA) material, only when it appears necessary to have proof of dispatch or receipt of FOIA correspondence.

K6b(2). (AF) The following types of documents are authorized use of Express Mail:

(a) (Added)(AETC) Legal documents when specific time limits are established by regulations, statutes, courts, or non-Air Force government agencies.

(b) (Added)(AETC) Promotion recommendation forms and officer and enlisted performance reports that must meet command evaluation boards.

K6b(3). (AF) Incoming Express Mail may be delivered directly to the servicing ADO. Base IMs will establish internal approval procedures for ADOs who receive Express Mail directly from the servicing USPS. Base IMs establish a daily cutoff time for base activities to use this service for outgoing material. AF Form 12, **Accountable Container Receipt**, and AETC Form 444, **Request for**

Express/Next Day Air Mail Service, will accompany each outgoing package. Document security personnel will turn this mail over to the BITC for postage metering. File AETC Form 444 with the postal report as a supporting document. Recruiting squadrons will use the most cost effective Express Mail service available. HQ AFRS will identify this carrier. Squadrons have the authority to research and implement the use of a less expensive service if it becomes available. Coordinate any overnight mail carrier changes with HQ AFRS before implementation. Each recruiting squadron is responsible for establishing internal approval procedures on the use of Express Mail. AETC Form 444 is available as a means to document justification for using Express Mail. Report the cost of express mailings on the quarterly postal report.

★K7. (Added)(AETC) Federal Express is authorized to transmit Secret and Confidential material within the CONUS. Use AF Form 12 and AETC Form 444 for this purpose. OMMs will work with the local TMOs to establish local procedures. All Federal Express packages must be handled and safeguarded as classified information until the actual classification is determined; use the mailing address of the ADO.

Chapter 5

C8.2. (AF) Identify excess equipment to HQ AETC/IMX. Include type, manufacturer, model number, age, and condition.

Chapter 9 (AF)

A4. BITC will coordinate with TMO and obtain rate schedules for all commercial freight carriers servicing the installation to ensure that non-first class matter is transported by the most economical means.

Chapter 10 (AF)

★C3. BITS personnel are authorized to deliver accountable mail to persons having at least a Secret eligibility and identified on AETC Form 209, **Accountable Communications Receipt Authorization**. A security access requirement (SAR) does not exist. ADOs will ensure a current AETC Form 209 is on file with the BITC for designation purposes.

F. This paragraph does not apply to contract BITC operations.

I1b(3). You may note the recipient's organizational abbreviation and office symbol on the file copy of the USPS form for incoming certified mail. This eliminates the need to prepare an AF Form 12. BITC must still

handle this material as accountable mail, and deliver separately from routine mail to the ADO.

I3e. Staple record copies of AF Form 12 to AF Form 627, **Application for Registration or Certification of Official Mail**, or PS Form 3877, **Application for Registration or Certification**.

I5. The OMM establishes pouch locations and frequency of dispatch, and informs ADOs.

J. Floors must have a nonskid surface or other safety device as recommended by the local safety office. Each MDV should either display a magnetic type sign stating "CAUTION - FREQUENT STOPS" or have a rotating flashing yellow beacon installed on the top of the MDV.

J6.(Added)(AETC) Remove all communications from the MDV at the end of the duty day.

Chapter 11 (AF)

★B. ADOs will prepare AETC Form 209 to designate personnel with at least a Secret eligibility to receipt for accountable communications. Security eligibility must be verified by the unit security manager prior to authorization. Forward AETC Forms 209 to BITC contract manager or NCOIC. ADOs will post the most current copy near the BITS collection/delivery point. Review forms semiannually in March and September. Update as changes occur.

H. ADOs may use either AF Form 12 or AF Form 627 when transferring this material through the BITS. Activities will obtain registered or certified numbered labels from the document security section. Staple AF Forms 12 or 627 to daily PS Forms 3877 or Postal Service forms.

★Figure 11-1, Item 7. Insert the container number that corresponds to registered or certified number in Item 5.

Chapter 12 (AF)

H2b. HQ USAF/SCXX has approved a waiver to use electronically generated telefax cover sheets instead of AF Form 3535, **Facsimile Electro Mail Transmittal**, provided the cover sheets only contain information included on the AF Form 3535. Graphic images, such as logos and slogans, are strictly prohibited.

12I. (Added)(AETC) Forms Prescribed. AETC Forms 209 and 444.

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